

**REPORT OF THE AUDIT OF THE
MONROE COUNTY
CLERK**

**For The Year Ended
December 31, 2010**



**CRIT LUALLEN
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EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE MONROE COUNTY CLERK

**For The Year Ended
December 31, 2010**

The Auditor of Public Accounts has completed the Monroe County Clerk's audit for the year ended December 31, 2010. Based upon the audit work performed, the financial statement presents fairly in all material respects, the revenues, expenditures, and excess fees in conformity with the regulatory basis of accounting.

Financial Condition:

Excess fees increased by \$12,212 from the prior year, resulting in excess fees of \$66,863 as of December 31, 2010. Revenues increased by \$153,096 from the prior year and expenditures increased by \$140,884.

Lease Agreement:

The County Clerk has a lease agreement with Software Management, Inc. for computer hardware and software. The total outstanding balance of the agreement was \$175,000 as of December 31, 2010.

Deposits:

The County Clerk's deposits were insured and collateralized by bank securities.

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CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Tommy Willett, Monroe County Judge/Executive
The Honorable Teresa Sheffield, Monroe County Clerk
Members of the Monroe County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of revenues, expenditures, and excess fees - regulatory basis of the County Clerk of Monroe County, Kentucky, for the year ended December 31, 2010. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a regulatory basis of accounting that demonstrates compliance with the laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the revenues, expenditures, and excess fees of the County Clerk for the year ended December 31, 2010, in conformity with the regulatory basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated August 9, 2011 on our consideration of the Monroe County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.



The Honorable Tommy Willett, Monroe County Judge/Executive
The Honorable Teresa Sheffield, Monroe County Clerk
Members of the Monroe County Fiscal Court

This report is intended solely for the information and use of the County Clerk and Fiscal Court of Monroe County, Kentucky, and the Commonwealth of Kentucky and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen
Auditor of Public Accounts

August 9, 2011

MONROE COUNTY
TERESA SHEFFIELD, COUNTY CLERK
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2010

Revenues

House Bill 537 - Revenue Supplement	\$ 61,845
State Grant - Libraries and Archives	9,000
State Fees For Services	4,862
Fiscal Court	3,576

Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$ 402,266
Usage Tax	547,119
Tangible Personal Property Tax	691,355
Notary Fees	5,282
Lien Release Fees	6,062

Other-

Fish and Game Licenses	4,217
Marriage Licenses	3,195
Occupational Licenses	169
Deed Transfer Tax	12,721
Delinquent Tax	84,816
Affordable Housing Trust	11,514
	<hr/> 1,768,716

Fees Collected for Services:

Recordings-

Bail Bonds	1,320
Deeds, Easements, and Contracts	7,497
Real Estate Mortgages	12,430
Chattel Mortgages and Financing Statements	27,218
Powers of Attorney	1,634
Fixture Filings	305
Leases	864
Liens and Lis Pendens	2,992
All Other Recordings	2,186
Releases	3,441
Wills and Estates Settlements	587

The accompanying notes are an integral part of this financial statement.

MONROE COUNTY
 TERESA SHEFFIELD, COUNTY CLERK
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2010
 (Continued)

Revenues (Continued)

Fees Collected for Services: (Continued)

Charges for Other Services-

Candidate Filing Fees	\$	1,970	
Copywork		277	
Postage		<u>1,010</u>	\$ 63,731

Other:

Miscellaneous		1,942	
Refunds/Overpayments		<u>3,392</u>	5,334

Interest Earned			<u>402</u>
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Total Revenues			1,917,466
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Expenditures

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$	290,803
Usage Tax		530,363
Tangible Personal Property Tax		235,694

Licenses, Taxes, and Fees-

Fish and Game Licenses		4,092	
Delinquent Tax		9,707	
Legal Process Tax		10,418	
Affordable Housing Trust		<u>11,514</u>	1,092,591

Payments to Fiscal Court:

Tangible Personal Property Tax		47,913	
Delinquent Tax		7,107	
Deed Transfer Tax		12,085	
Occupational Licenses		<u>153</u>	67,258

Payments to Other Districts:

Tangible Personal Property Tax		380,071	
Delinquent Tax		<u>42,814</u>	422,885

Payments to Sheriff			5,992
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The accompanying notes are an integral part of this financial statement.

MONROE COUNTY
 TERESA SHEFFIELD, COUNTY CLERK
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2010
 (Continued)

Expenditures (Continued)

Payments to County Attorney	\$	10,941	
Operating Expenditures and Capital Outlay:			
Personnel Services-			
Deputies' Salaries	\$	94,498	
Contracted Services-			
Tax Bill Preparation		2,305	
Printing and Binding		9,000	
Materials and Supplies-			
Office Supplies		11,759	
Other Charges-			
Postage		3,842	
Refunds		3,437	
Capital Outlay-			
Office Equipment		<u>1,047</u>	125,888
Debt Service:			
Lease Purchases		<u>41,720</u>	
Total Expenditures			<u>\$ 1,767,275</u>
Net Revenues			150,191
Less: Statutory Maximum			<u>76,104</u>
Excess Fees			74,087
Less: Expense Allowance		3,600	
Training Incentive Benefit		<u>3,624</u>	<u>7,224</u>
Excess Fees Due County for 2010			66,863
Payments to Fiscal Court - March 17, 2011		5,018	
May 31, 2011		<u>61,845</u>	<u>66,863</u>
Balance Due Fiscal Court at Completion of Audit			<u><u>\$ 0</u></u>

The accompanying notes are an integral part of this financial statement.

MONROE COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2010

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of revenues over expenditures to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the County Clerk as determined by the audit. KRS 64.152 requires the County Clerk to settle excess fees with the fiscal court by March 15 each year.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this regulatory basis of accounting, revenues and expenditures are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive), at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2010 services
- Reimbursements for 2010 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2010

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

MONROE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2010
(Continued)

Note 2. Employee Retirement System

The county official and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a cost sharing, multiple employer defined benefit pension plan, which covers all eligible full-time employees and provides for retirement, disability and death benefits to plan members. Benefit contributions and provisions are established by statute.

Nonhazardous covered employees are required to contribute 5 percent of their salary to the plan. Nonhazardous covered employees who begin participation on or after September 1, 2008 are required to contribute 6 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 16.16 percent for the first six months and 16.93 percent for the last six months.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Nonhazardous employees who begin participation on or after September 1, 2008 must meet the rule of 87 (members age plus years of service credit must equal 87, and the member must be a minimum of 57 years of age) or the member is age 65, with a minimum of 60 months service credit.

Historical trend information showing the CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, KY 40601-6124, or by telephone at (502) 564-4646.

Note 3. Deposits

The Monroe County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the County Clerk's deposits may not be returned. The Monroe County Clerk does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of December 31, 2010, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

MONROE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2010
(Continued)

Note 4. Libraries and Archives Grant

The Monroe County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$19,200. Funds totaling \$9,000 were expended during the year. The unexpended grant balance was \$10,200 as of December 31, 2010.

Note 5. Lease Agreement

The Office of the Monroe County Clerk entered into a lease agreement on March 8, 2010 with Software Management, Inc. for computer software and hardware. The agreement requires a monthly payment of \$3,500 for a five-year term. As of December 31, 2010, the balance of the lease agreement was \$175,000.

Note 6. Civil Action

On March 6, 2008, the Office of the Monroe County Clerk received a \$60,610 revenue supplement from the Commonwealth of Kentucky Transportation Cabinet, Department of Vehicle Regulation, per KRS 186.040. On March 12, 2008, the County Clerk filed a civil action in Monroe Circuit Court against the Monroe County Judge/Executive and the Monroe County Fiscal Court regarding the use of the funds. On February 5, 2009 the Monroe Circuit Court entered judgment in the civil action in favor of the Fiscal Court, and the Monroe County Clerk appealed to the Kentucky Court of Appeals. On June 18, 2010 the Commonwealth of Kentucky Court of Appeals rendered a decision affirming the Monroe Circuit Court in favor of the Fiscal Court. On July 6, 2010 the Monroe County Clerk filed a Petition For Rehearing with the Commonwealth of Kentucky Court of Appeals and on August 18, 2010 the Petition For Rehearing was denied. The Monroe County Clerk filed a Motion For Discretionary Review with the Commonwealth of Kentucky Supreme Court, asking the Court to review the decision of the Court of Appeals. On May 11, 2011, motion for review of the decision of the Court of Appeals was denied. After this denial, the Monroe County Clerk complied with the decision. On May 31, 2011, the Clerk paid \$171,080 to Monroe Fiscal Court for excess fees. Of this amount, \$61,845 will be shown as 2010 excess fees on the financial statement. The remaining is made of excess fees for 2008 of \$60,610; 2009 of \$45,592; and interest of \$3,033.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Tommy Willett, Monroe County Judge/Executive
The Honorable Teresa Sheffield, Monroe County Clerk
Members of the Monroe County Fiscal Court

Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of revenues, expenditures, and excess fees - regulatory basis of the Monroe County Clerk for the year ended December 31, 2010, and have issued our report thereon dated August 9, 2011. The County Clerk's financial statement is prepared in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Monroe County Clerk's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the County Clerk's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County Clerk's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.



Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Monroe County Clerk's financial statement for the year ended December 31, 2010, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, the Monroe County Fiscal Court, and the Department for Local Government and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Crit Luallen', with a long horizontal flourish extending to the right.

Crit Luallen
Auditor of Public Accounts

August 9, 2011

